



**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Wednesday, February 22, 2023
10 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA

Call to Order

Pledge of Allegiance

Public Comment: Five Minute Limit per Speaker

This comment period is for the public to address topics on today's agenda.

Consent Agenda

Items listed on the consent agenda are routine and will be considered by one motion without individual discussion unless the Board removes an item for separate consideration.

Reports

Resolutions

Resolution to approve a final plat for Benson's First Subdivision, case JF23-0003.

Contract and Agreements

Approve and authorize costs to be billed for the December 13, 2022 Special Election – City of Palo.

Approve the Board of Supervisors Policy OP-013 Revision #8, Fugitive Dust Control

Approve and authorize Chair to sign Iowa Certified Local Government 2022 Annual Report for the Linn County Historic Preservation Commission

Approve and authorize Chair to sign an amendment to American Rescue Plan Act (ARPA) Subaward Agreement between Linn County and Together We Achieve for 12K in 2022 Food Box Giveaway.

Approve and authorize Chair to sign an American Rescue Plan Act (ARPA) Subaward Agreement between Linn County and Trees Forever, Inc. for the Linn County Tree Restoration Project in the amount of \$100,000.00.

Award bid and approve purchase order PO440 for a pressure washer to Quality Cleaning Equipment in the amount of \$9,325.60 for the Secondary Road Department.

Licenses & Permits

Regular Agenda

Discuss and Decide on Consent Agenda

Minutes

Discuss and decide on meeting minutes.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims

Discuss and decide on claims.

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Legislative Update

Discuss and decide on action related to proposed legislation

Correspondence**Appointments**

3:00 P.M.
Formal Board Room

Review of proposed Fiscal Year 2024 budget

Other budget discussions if necessary.

Adjournment

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncountyiowa.gov.

LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # _____

APPROVING A FINAL PLAT

WHEREAS, a final plat of Benson's First Subdivision (Case #JF23-0003) to Linn County, Iowa, containing five (5) lots, numbered Lot 1, lettered Outlot A, Outlot B, Lot A and Lot B, has been filed for approval, a subdivision of real estate located in the SENE of Section 28, Township 83 North, Range 8 West of the 5th P.M., Linn County, Iowa, described as follows:

The Southeast Quarter of the Northeast Quarter of Section 28, Township 83 North, Range 8 West lying West of Highway 100 right-of-way and lying between said Highway 100 right-of-way and 80th Street NW right-of-way. Said tract contains 1,378,043 square feet or 31.64 acres more or less, subject to easements and restrictions of record.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of December 21, 2023 as last amended on January 17, 2023 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT

1. Entrance permit required for new entrances and existing unpermitted entrances, Sec.11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). All approved entrances shall be brought into conformance with County standards. One entrance per parcel is allowed. An additional access may be allowed with justification and permit.
2. Dedication of road rights-of-way, County Standard Specifications, Section 5. Fifty feet from the east section line of Section 28, T. 83, R. 08W.
3. Road agreement for conditions applicable to Final Plat cases. County Standard Specifications, Section 1.
4. Proposed driveway locations are required to be shown on the address plat for preliminary addressing. Actual address may change at time of driveway placement to reflect accurate address. Address assigned by Linn County Secondary Road Department, 319-892-6400.

IOWA DEPARTMENT OF TRANSPORTATION

No conditions to be met.

LINN COUNTY PUBLIC HEALTH DEPARTMENT

No conditions to be met.

NATURAL RESOURCES CONSERVATION SERVICE

1. Land disturbance greater than 1 acre in size, not associated with agricultural crop production, will require a NPDES permit granted by the Iowa Department of Natural Resources.
2. A site plan showing the footprint of proposed structures and septic systems and wells shall be submitted and accepted by the NRCS office prior to plat approval.

LINN COUNTY CONSERVATION DEPARTMENT

No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT

No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT - ZONING DIVISION

1. Various revisions to the site plan and final plat.
2. Prior to approval of the final plat, the owner must sign an "Acceptance of Conditions" form. The "Acceptance of Conditions" form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
3. This plat lies within the 2-mile jurisdiction of the City of Cedar Rapids and as per the 28E Agreement between the City and the County, will require City approval or a waiver of the right to review.
4. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
5. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor's office prior to approval of the final plat.
6. An Access Easement showing legal access from proposed Lot 1 to a county public road shall be included and recorded with the Bound Documents
7. The final plat bound documents must be approved by the Linn County Board of Supervisors on or before **JANUARY 17, 2024**, as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f) of the UDC.
8. One original and one complete copy of the final plat bound documents that must include the following:
 - i. Owner's certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
 - ii. Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
 - iii. Surveyor's certificate
 - iv. Auditor's certificate
 - v. Resolution of the Planning and Zoning Commission
 - vi. Resolution of the Board of Supervisors
 - vii. Resolution of approval or waiver of review by applicable municipalities
 - viii. Treasurer's certificate
 - i. Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the UDC.
 - ii. Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
 - iii. Ten original signed plat drawings
 - iv. A covenant for a secondary road assessment

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors' Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by February 22, 2024, to be valid.

Passed and approved this 22nd day of February 2023

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

Linn County Engineer

Brad Ketels, Engineer

State of Iowa)
) SS
County of Linn)

Linn County Board of Supervisors
February 22, 2023
Resolution # _____
JF23-0003
Page 4 of 4

I, Joel Miller, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board of Supervisors, the foregoing resolution was duly adopted by a vote of:

___ Aye ___ Nay ___ Abstain ___ Absent

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, _____,

on this _____ day of _____, 2023.

Notary Public State of Iowa

LINN COUNTY AUDITOR'S OFFICE

Joel Miller | Auditor
Rebecca Shoop | First Deputy

JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER

935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5300
LinnCounty.org



February 14, 2023

To: Linn County Board of Supervisors

From: Joel D. Miller, Linn County Auditor & Commissioner of Elections

Re: Statement of Election Costs

Please receive and place on file the election cost figures below. The figures represent costs for the **City of Palo Special Election held on December 13th, 2022**. Costs for this election will be assessed as shown below.

Joel D. Miller**Linn County Auditor**

935 2nd St. SW
Cedar Rapids, IA 52404
(p) 319-892-5300 (f) 319-892-5359

Palo Special Election - Dec. 13, 2022

WAGES / MILEAGE	
Election Officials / Precinct Rovers / etc.	\$1,175.00
Mileage Reimbursements	\$75.19
PRINTING	
Election Registers	\$11.60
Ballots	\$91.00
SUPPLIES	
Tally Envelopes/ Spoiled Ballot Envelopes	\$0.94
Absentee Ballot Envelopes/Supplies	\$0.75
Voter Rosters	\$0.40
"I Voted" Stickers	\$0.95
Labels/Paper at Precinct (E-Poll Book)	\$0.63
Miscellaneous Forms & Supplies	\$2.01
PUBLICATIONS & ADVERTISING	
Public Notices & Sample Ballots	\$60.05
POSTAGE	
Absentee Ballots - Returned by Mail	\$1.49
OTHER	
Lookup Tool Update	\$150.00
ELECTION TOTAL:	\$1,570.01
LESS AMOUNT, IF ANY PAID BY COUNTY:	\$150.01
ELECTION COST TO DISTRICT:	\$1,420.01

Paid by County

Please make warrant payable to the LINN COUNTY TREASURER and remit to:

Linn County Election Services

935 2nd St SW
Cedar Rapids, IA 52404



BOARD OF SUPERVISORS LINN COUNTY, IOWA

COUNT			
Title: Fugitive Dust Control		Policy Number: OP-013	
Responsible Department: Secondary Road			
Revision No: 8	Approval Date:	Effective Date:	Expiration Date: N/A
Initial Approval Date: 02/12/2003 BOS Minutes: 04/08/2009, 03/06/2013, 03/08/2017, 02/07/2018		Distribution: Department, Intranet	

I. PURPOSE & OBJECTIVES

The purpose of this Fugitive Dust Control Policy ("Policy") is to provide for the control of fugitive dust through the application of dust palliatives to rock surfaced secondary roads under the jurisdiction of the Linn County Board of Supervisors ("Board of Supervisors") administered by the Linn County Engineer ("Engineer") and maintained by the Secondary Road Department ("Department").

This Policy defines Linn County's ("County") program for complying with Iowa Code and Iowa Administrative Code requirements for controlling fugitive dust and allowing County residents to control locally generated dust caused by ordinary travel.

II. SCOPE

This policy applies to rock surfaced secondary roads and outlines the programs available to property owners for the control of dust along such roads. The County allows the application of dust palliatives by property owners and tenants living adjacent to rock surfaced secondary roads for the temporary control of dust under the terms defined by this policy and applicable Iowa Code sections. The County recognizes that dust generated by a higher volume of traffic may become a concern on more heavily traveled roads.

III. EXCEPTIONS

If, in the opinion of the Engineer or the Board of Supervisors, the strict application of this policy in a specific instance does not serve the best interests of the County, the Engineer or Board or Supervisors may waive or modify the provisions of this policy.

IV. DEFINITIONS

Average Daily Traffic ("ADT"): The traffic count on any road based on 365 days per year use. Average daily traffic counts are based on the official counts conducted by the Iowa Department of Transportation.

Dust Palliative: Any material including water, sodium chloride, soy oil, calcium chloride, magnesium chloride, lignin sulfonate (tree sap), asphalt emulsion, or MC-3000 (seal coat) used for the purpose of controlling dust on rock surfaced secondary roads. All materials used as dust palliatives must meet minimum County specifications as defined in the Dust Control Specification, which is available at the County Engineer's Office. The County does not allow the use of crankcase oil or other waste oils as dust palliatives on rock surfaced secondary roads.

Fugitive Dust: Iowa Administrative Code defines fugitive dust as any airborne solid particulate matter emitted from any source other than a flue or stack. Fugitive dust does not include dust generated by farming operations and/or ordinary travel on rock surfaced secondary roads.

Peak Traffic Count: A maximum or above average traffic count based on a one-time traffic count. Peak traffic counts differ from average daily traffic since they may be taken at the time of a special event or a temporary increase in road use. Short term increases in road use may be due to seasonal farm operations such as planting and harvesting, temporary construction traffic, special events such as farm sales, weddings, or parties, use of a road as a haul road or detour route, and other one time or short duration uses.

Permit: As required by Iowa Code, no person shall apply dust palliative to rock surfaced secondary roads without a county permit for dust control application. Permits are available at the Linn County Engineer's Office, 1888 County Home Road, Marion, Iowa or at www.linncountyiowa.gov/1081/Dust-Control. The cost of the permit is set by a resolution of the Linn County Board of Supervisors.

Three-Mile Grid: A network of roads designated by the Highway Authority, which for the purpose of this Policy is the Board of Supervisors. A map showing the three-mile grid roads is available at <https://www.linncountyiowa.gov/DocumentCenter/View/69/Road-Surface-Types-PDF>.

V. PROVISIONS

A. Private Application of Dust Palliatives

1. Persons who desire to apply dust palliatives to rock surfaced secondary roads must apply for a permit through a pre-approved dust control applicator ("applicator") and must apply the dust palliatives in accordance with the dates established in Table 1. If a deadline falls on a weekend, permit applications are due on the preceding Friday.

Table 1

Applications of MC-3000 (Seal coat)	Permit applied for before May 10 th . Application, as available when conditions allow
Application of chloride products, Soy Oil or Lignin Sulfonate: (Contractor applied, self-applied)	First application permit sign-up period: April 1 st – May 10 th Material to be applied after May 10 th . Second application permit sign-up period: June 1 st to July 10 th Material to be applied after July 10 th .

B. Dust Control Procedure

1. Each year, the Department permits applicants to contract with a pre-approved applicator to apply a dust control product to rock surfaced secondary roads. The list of applicators is available at <https://www.linncountyiowa.gov/DocumentCenter/View/21362/Contractor-List-for-Private-Dust-Control-PDF>. The permittee is responsible for 100% of the cost and will pay the applicator directly.
2. If a permittee elects to have a dust palliative applied to a rock surfaced secondary road, the permittee must submit a permit to one of the applicators during the first or second application permit sign-up period as provided in Table 1. The Department will not accept applications or issue permits outside of the first or second permit sign-up periods. The permittee must designate one of the applicators on the completed permit and submit the form directly to the selected company, along with payment. Applicants can obtain a permit through the applicator or on the Linn County website at www.linncountyiowa.gov/1081/Dust-Control.
3. The minimum seal coat length the Department will permit is 150 feet.

C. Rock Road Preparation, Maintenance, and Responsibilities

1. The Department will endeavor to prepare rock road surfaces during its normal maintenance activities to make sure roads have a suitable surface prior to the application of dust palliative. The Department places road rock during County approved road maintenance and construction projects and generally will not provide rock at individual dust control sites.
2. Each location treated for dust control shall be marked with a flag (typical 4" x 5" marking flag with wire stake or similar). The flags shall be placed at each end of the dust control area and embedded in the outside edge of the shoulder, at the break of the foreslope. The flags shall be maintained throughout the dust control season from April 1st to October 31st. Permittees assume full responsibility for and any liability resulting from dust control work on a rock surfaced secondary road.

3. Following application of dust palliative, it is the responsibility of the permittee to repair any potholes if they intend to retain an existing treated area. County equipment operators will be instructed to avoid blading the marked dust control areas unless potholes over 1" in depth or washboarding develops. If potholes or other defects develop in chloride treated or lignin treated areas, the permittee may use loose rock from the side of the road to fill the hole or repair the defect. In seal coat treated areas, a permittee with a valid, current permit may obtain up to 1 ton of cold mix patch material from any one County shop for use in the repair. County staff may perform hand repairs to dust palliative treated areas when the Engineer or designee deems it appropriate.
4. If potholes are not repaired and/or road surface condition becomes a nuisance, the Department may blade the treated area without notice to the permittee. When practicable, the Department will provide valid permittees with notice to complete repairs and seven calendar days to complete such repairs. If the permittee does not complete the repairs within the allotted time, the Department will blade through the treated area and return the road to a standard rock surface. Calcium chloride treated areas may receive touch up blading without notice as these areas may be lightly bladed without a loss of dust palliative effectiveness. All areas receiving a second application of palliative may be bladed immediately prior to application if the district foreman deems it necessary.
5. If the potholes or other deterioration of the treated area reaches the point of affecting traffic, the Department, upon the order of the Engineer or designee, may blade and repair the treated area without notice or compensation to the permittee. Repairs by the County may consist of scarifying the treated area and maintaining it as a rock surfaced road. The County has the right to blade treated areas if deemed necessary. The County has the sole responsibility to maintain the road as the Engineer or designee determine appropriate to provide for travel by the public.
6. Linn County is not liable for blading through unpermitted or unmarked dust control sites. Permittees must maintain flags marking treated areas. Permits are valid until October 31st in the year of issue. After October 31st, the Department reserves the right to scarify any treated portions and resume regular maintenance of rock surfaced secondary roads if the Engineer or designee deems it in the best interest of public travel. If the permittee determines that a seal coat treated area is in such condition to remain, the permittee may apply for a permit prior to October 31st to retain the treated area and may obtain patching material, if needed, at a county shop. The Department scarifies treated areas that affect traffic and as the Engineer deems such areas a nuisance. The Department does not scarify dust palliative routinely. The Engineer or designee considers the condition of a treated area, not its permit status, to determine its service life.
7. Effectiveness of the dust palliative may vary with weather conditions and

traffic. The County is not responsible for the performance of the dust palliative or for any claims arising out of the application of a dust palliative.

D. County Line Roads

1. County line roads are handled according to the county line agreement. Permits for county line roads are honored if the permit is filed within the specified sign-up period for the County with maintenance jurisdiction.

E. County Safety Program for Dust Control

1. For the purposes of the County Safety Program for Dust Control ("program"), a rock surfaced secondary road with a speed limit greater than 35 mph, exceeding 200 vehicles per day ("vpd") average daily traffic (ADT) or 100 vpd on the County three-mile grid, is considered to have a traffic volume sufficient to require an application of dust palliative by the County to promote safer road use. It is the intent of this section to establish public policy and provide a coherent and equitable method of determining the extent to which the County treats rock surfaced roadways under its jurisdiction to limit dust. It is not the intent of this program to define normal traffic as less than 200 vpd, or fugitive dust generation at traffic volumes above 200 vpd.
2. Average daily traffic count is based on the most recent Iowa Department of Transportation ("IDOT") traffic survey for Linn County. During a year, counts may peak due to one time or annual events such as farm sales, fairs, parties, or seasonal activities, and may lull due to temporary road closures for construction or due to a posted bridge load. The Department will not use peak counts to determine a road segment's qualification for dust palliative. Except for parks and recreational areas as recommended by the Engineer and approved by the Board of Supervisors, only average daily traffic more than the 200 vpd or 100 vpd on the three-mile grid will be dust treated by the county under this program. The Engineer may direct special traffic counts in cases where conditions on roads have changed due to the use of the road by traffic dislocated by construction, the development of new subdivisions or industrial sites, or other special conditions. In these cases, since long term traffic patterns and average volumes cannot be established by short-term counts, the minimum traffic count needed for inclusion in the program is 250 vpd, or 30 vehicles per hour ("vph").
3. Linn County uses a liquid chloride for the treatment of rock surfaced secondary roads in the program, which it treats annually with a single application. The Department will maintain treated roads as determined necessary by the Engineer or designee. If private residents wish to treat over the chloride treated areas with other approved products, they may do so at their own risk and expense. If the areas treated with seal coat or lignin sulfonate over the county applied chloride fail or begin to deteriorate and affect traffic, the county may repair the damaged area during normal road maintenance without notice or compensation to the permittee. Repairs by the county may consist of scarifying

the treated area and maintaining it as a rock surfaced road.

4. Dust palliative may be applied at those sections of the road where control of dust enhances traffic safety, e.g., at intersections, at bridges, at sharp horizontal curves, at vertical curves with limited sight distance, house driveways, and at other locations determined by the Engineer or designee. Residents may extend treated areas at their own expense by applying for a permit from the county and contracting with an applicator.

F. Park and Recreational Roads

1. Linn County treats rock surfaced roads to high use county and state parks, public golf courses, and other high use public recreational sites as established by a resolution of the Board of Supervisors. These roads are treated with liquid chloride or seal coat, based upon traffic volume and type, and maintained as determined by County maintenance standards.

G. Quarry Roads

1. Linn County provides a program to treat roads leading from active quarry sites located on rock surfaced roads. The County selects a route based on traffic use to provide access to the quarry and treats the road surface at bridges, intersections, sharp horizontal curves, and over hills with limited sight distance from the quarry entrance to a paved road, or if deemed appropriate by the Engineer treat the entire roadway at the engineer determined rate. The owner or resident along the selected route may extend treated areas at their own expense by applying for a permit from the county contracting with an applicator.

H. Approved Construction Detours and Haul Roads

1. Dust palliatives will be applied to rock surfaced roads established as official detours or haul roads by the County for maintenance and construction projects. The County will establish a detour that controls dust for roads closed for maintenance or construction activity having a traffic count greater than 400 vpd. The application of dust palliatives on official detours and haul roads will be at county expense. Residents may extend treated areas at their own expense by applying for a permit from the county and contacting a private applicator.
2. Traffic dislocation caused by another governmental jurisdiction's construction activities (cities, neighboring counties, or IDOT) shall be measured upon the receipt of a complaint by a county resident along an affected road. If the traffic count is above 250 vpd or 30 vph measured by the County, the County will either consider the road a construction detour and treat it or will apply other remedies to reduce traffic to normal levels at the discretion of the Engineer.
3. The County treats rock surfaced secondary roads designated by the IDOT as temporary primary haul roads for state highway department construction work the

same way it treats county program roads and as directed by the IDOT. The IDOT may pay for dust control on these roads per IDOT policy.

I. Applicator Requirements

1. Applicators shall certify that all materials used for dust control are free of toxic materials affecting the environment, the public, and livestock and shall submit a list of ingredients stating the composition and percentage of each ingredient in the mixture. Certification shall state that the mixture meets or exceeds applicable DNR and EPA regulations. The following materials are approved for use as dust control:
 - a. Calcium Chloride
 - b. Magnesium Chloride
 - c. Lignin Sulfonate
 - d. Soy Oil
 - e. Seal Coat
2. Applicators may apply material only after the permit is submitted to the County and must provide the Engineer's Office with at least a one-week advance notice of the work.
3. Businesses that want to apply dust control materials must provide the County:
 - a. A Certificate of Liability Insurance with a minimum of \$1,000,000 in liability coverage that names Linn County and its employees as additional insureds.
 - b. A notarized Hold Harmless Agreement.

J. Dust Control Required per Road Agreement or Zoning

1. Property owners/developers that have entered into agreement with Linn County to participate in dust control adjacent to their property shall upon the receipt of an invoice pay for dust control per agreement requirements. The invoice shall provide information about the product, the total cost, and applicable agreement requirements.

VI. ENFORCEMENT

1. The Engineer has the responsibility to enforce this policy and to enlist the cooperation of Secondary Road staff in accomplishing its objectives.

NOT SUBMITTED

Reviewers cannot see your material until you submit your application. Once you have finished the last step, you will receive a confirmation message and ID number.

State Historical Society of Iowa

2022 CLG Annual Report

Linn County Planning & Development / Stephanie Lientz
935 2nd St SW
Cedar Rapids, IA 52404, United States
319-892-5138
stephanie.lientz@linncounty.org

Forms [Edit](#)

Certified Local Government Annual Report

* indicates a required field

Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.

This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.

We look forward to hearing from each CLG this year!

1. Name of the city, county, or land use district:

Please choose the name from the drop down table.

2.

Did your commission undertake any survey, evaluation and/or registration/nomination projects in this calendar year?

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

- 1) The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.
- 2) The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

Please upload any Iowa Site Inventory Forms or other survey materials produced during the year. Please do not upload any projects that were funded with a CLG or HRDP grant, mandated by the Section 106 review and compliance process, or National Register nominations as we already have these documents in our files.

no

3.

Were any National Register of Historic Places (NRHP) properties in your jurisdiction altered, moved, or demolished in this calendar year?

no

4. Does your local government designate local landmarks or local districts?

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowa.gov before you complete this section.

No

5.

If you answered yes to the previous question, in this calendar year, what properties did your city place on its list of locally designated historic landmarks and/or historic districts? Please provide the historic name and address of each property

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowa.gov before you complete this section.

REMINDER: Before local districts are designated by your city council, you must send the local nomination to the SHPO for review and comment. Please allow at least 45 days for review before the nomination is scheduled for city council review. The SHPO review takes place after your commission has approved the local district nomination and **BEFORE** it is placed on the city council's agenda.

N/A

5.1.

Please attach a copy of the final designation nomination(s) and ordinances(s) for these properties

6.

In this calendar year, what were the actions to revise, amend, change, or de-list a locally designated property? Please provide the name and address of the property(ies) and the action. If no action was taken, enter N/A

N/A

7.

Has your city or county passed other ordinances that directly or indirectly affect historic preservation?

no

8.

Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- 2) The CLG shall provide for adequate public participation in the local historic preservation programs.

a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.|b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.|c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc.

8.1.

Describe the city, county, LUD, and/or historic preservation commission's historic preservation planning activities in this calendar year.

The Linn County Historic Preservation Commission (HPC) will primarily focus on a National Register listing of the Klinsky Farm located in unincorporated Linn County. Originally homesteaded in 1846, the Klinsky family did not purchase it until 1898. It has remained in the Klinsky family ever since. The farmstead includes several intact farm buildings, the most significant is a barrel-vaulted barn constructed in 1937 by Frank Klinsky using timber felled on the property. The farm continues to be operated by Klinsky family descendants. One descendant, Miriam Knutson, is a middle-school student in Pennsylvania who has taken special interest in her family's heritage. She contacted the Linn County HPC about potentially listing the property in the National Register as part of a classroom assignment, but the project has morphed into a capstone project for her 8th grade in school. While the site is significant for its extant building types and documentation, the LC HPC was especially excited about the potential to work with a member of the next generation of preservationists. Since CLG grant funding has been secured for this nomination, the HPC will be working on a Request for Proposals seeking a consultant to help move that nomination forward during 2023.

This particular project is based in the framework of the Rural Preservation Initiative (RPI) started in 2017 to address a problem whereby the county lacks a mechanism to introduce preservation planning to rural areas beyond the boundaries of existing city based CLGs. Because of this deficiency historic preservation and planning professionals must take a proactive approach to inform property owners, stake holders, and community members of the importance of their historic properties, the need for recognition and protection, and the resources available to assist them with protection. The goal is to complete National Register Nominations of eligible projects in three categories including rural towns and villages where the creation of CLGs is not possible, previously unrecorded historic farm/rural structures, and identified archaeological sites.

In addition to focusing on the RPI, the HPC will be administering the Linn County Preservation Grant Program, replacing three kiosks related to the historic Lincoln Highway,

and hosting a Preservation Month activity to highlight recent Linn County Preservation Grant Program projects.

8.2.

Describe the city, county, LUD, and/or historic preservation commission's assistance on preservation issues or projects in this calendar year. Please be specific (address(es) of property(ies), what was the issue(s), what technical assistance was provided?).

The commission provided technical assistance and guidance at its annual Linn County Preservation Grant workshop, which was held virtually on March 5, 2022. The workshop is a great resource for representatives of Linn County non-profits who wish to apply for current or future grant funding for their preservation projects. Members of the commission were present at the meeting to answer questions about specific projects, to provide information related to the details of how the grant program functions, and discuss the purpose and benefits of preservation work.

8.3.

Describe the city, county, LUD, and/or historic preservation commission's public education programs in this calendar year.

Please provide specific details such as date of event, description of the event, how many people participated, whether the commission partnered with other organizations)

The Linn County HPC partnered with Linn County Conservation to hold a National Preservation Month event on May 14, 2022. Linn County Nature Center Manager Kent Rector gave a presentation about the six sites at the Wickiup Hill Natural Area that were added to the National Register of Historic Places in early 2022. The Linn County HPC also gave a presentation describing the process of placing items on the National Register, and about past Historic Preservation Grant recipient projects. The event concluded with a preservation walk around the Wickiup Hill Natural Area. There were two participants that attended the event.

8.4.

If answer includes d. New or revised design standards and/or guidelines were developed and adopted during the calendar year,

Please upload the document here.

9.

Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year?

The HPC succeeded in its National Register Nomination of six sites at Wickiup Hill, which were officially listed on January, 20, 2022. The HPC continues to struggle with completion of a demolition review policy or ordinance. The HPC could use more staffing capacity in order to assist with the many areas of interest or particular projects the HPC takes on during the year. Commissioners were able to successfully administer the Preservation Grant Program, awarding grant funds totaling \$28,800.00 for nine projects. The grant application moved from paper to an online process for the first time the previous year. Commission members worked hard this year to address issues that were identified in the previous online application period, and were able to create an easier process for applicants during this grant cycle.

10.

What partnerships did your commission form or continue with other entities? (examples include local main street office, local school, historical society, library, museum, service club, etc.) If none, enter N/A

The HPC formed a partnership with various entities within the Cities of Lisbon and Mount Vernon in order to jointly fund the two Lincoln Highway kiosks located in those cities. The HPC is asking for Lisbon and Mount Vernon entities to commit to funding \$4,000 for each kiosk (\$8,000 total). Each kiosk costs roughly \$9,000 (\$18,000 total), and the Linn County HPC is committed to funding the remaining cost of each kiosk. Linn County staff will then work with the chosen sign company to ensure the signs are fabricated and installed.

The HPC will continue seeking opportunities for partnerships this year, and plan to send two Commissioners to the upcoming Linn County Conservation Partners meeting held by Linn County Conservation and Trees Forever on March 21. The purpose of this gathering is to encourage networking within the conservation community, to share local and statewide conservation updates, and to discuss partnership opportunities.

11.

Did your historic preservation commission receive any grants (other than CLG or HRDP) this year? If so, please describe. If none, enter N/A.

N/A

12. Does your commission have a website?

Yes

12.1. What is the website address?

13. Does your commission have a Facebook page?

No

14.

List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled).

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- 2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
- 3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- 4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

1/19/2022, 2/16/2022, 3/16/2022, 4/20/2022, 5/4/2022, 5/18/2022, 6/15/2022, 7/20, 2022, 9/21/2022, 10/19/2022, 11/16/2022, 12/21/2022

15.

We recommend that the local government provide the commission a budget with a minimum of \$750 to pay for training and other commission expenses. In this calendar year, what was the dollar amount for the historic preservation commission's annual budget?

\$9,545.00

16. Where are your official CLG files located?

Certified Local Government files must be stored at city hall (for city commissions) or the county courthouse (for county commissions).

Jean Oxley Public Service Center, Planning & Development Department

17.

Please list the names of the Historic Preservation Commissioners who served during this calendar year.

Amanda Happel, Michael LeClere, Barbara Westercamp, Maura, Pilcher, Steve Ciha, Todd McNall, Hilary Copeland-Marvin, Nancy Kraft, Robert Peterson

18.

Each CLG was asked to provide a work plan last year. Please provide a self-assessment of your progress on the initiatives and programs you identified last year. Were you able to accomplish much of what you set out to do? If not, what would help you fulfill this next year's work plan?

The HPC succeeded in its main project goal for the year which was to complete the National Register nomination of the six sites at Wickiup Hill - this listing became official on January 20, 2022. The HPC also identified the next nomination project, which is the Klinsky Farm, and are planning to start seeking Requests for Proposals for a consultant to assist with the nomination. Progress was made on several work plan items throughout the past year, although most initiatives will remain on the next work plan. The commissioners remain committed to working on projects within their subcommittees, administering the Preservation Grant Program, and working to fulfill next year's work plan.

19.

Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Also discuss your plan for obtaining historic preservation training in 2023. Please attach your work plan to your annual report.

[Workplan - FY23.pdf](#)

20. Please update contact information about your 2023 Chief Elected Official.

Note: This is beginning January 2023. Please provide the information for the Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees.

First and Last Name	Mailing Address	Phone Number	Email Address
Louis Zumbach	935 2nd St SW, Cedar Rapids, IA 52404	319-892-5000	bd_supervisors@linncountyiowa.gov

21.

Please update contact information about your Staff Person for the Historic Preservation Commission.

This is a local government staff member and is required. Electronic and mailed communication is sent to the staff person and chair of the commission who will forward to the rest of the commission members.

First and Last Name	Job Title	Mailing Address	Phone Number	Email Address
Stephanie Lientz	Planning & Zoning Division Manager	935 2nd St SW, Cedar Rapids, IA 52404	319- 892- 5138	stephanie.lientz@linncountyiowa.gov

22.

Please complete the following and provide contact information about your 2023 Chairperson/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the chair who will forward the information to the rest of the commission members.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Maura Pilcher	523 Knollwood Dr SE, Cedar Rapids, IA 52403	319-651- 1133		mlrpilcher@hotmail.com

22.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A

N/A

22.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2024

22.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

23.

Please complete the following and provide information about your 2023 Vice Chairperson/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Todd McNall	4336 Fox Meadow Dr SE, Cedar Rapids, IA 52403	319-360- 2131		Tmcnall4336@gmail.com

23.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A

Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowa.gov before you complete this section.

N/A

23.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2025

23.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

24.

Please complete the following and provide information about your 2023 Secretary/Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Barb Westercamp	3612 Timberline Dr, Cedar Rapids, IA 52402	319- 431- 6543		bwestercamp@appassoc.net

24.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

24.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2025

24.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

25.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Steve Ciha	5290 Sutton Rd, Central City, IA 52214	319-533- 4543		flyboy.slc@gmail.com

25.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

25.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2023

25.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

26.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Michael LeClere	1157 Monticello Rd, Coggon, IA52218	319-467-4536		leclerefarms@yahoo.com

26.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

26.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2025

26.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

27.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Robert Peterson	3232 Vine Ave SE, Cedar Rapids, IA 52403	319-364- 6859		1million@mediacombb.net

27.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.

N/A

27.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2024

27.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

28.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address

Nancy Kraft	536 Greenfield St NE, Cedar Rapids, IA 52402	319-360- 5387	nancyekraft@gmail.com
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28.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A

N/A

28.2. Specify the month, day, and year that the commissioner's term will end.

12/31/2024

28.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?

No

29.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Hilary Copeland- Marvin	925 11th St, Marion, IA 52302	319-594- 1073		haqcopeland@hotmail.com

29.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.*

N/A

29.2. Specify the month, day, and year that the commissioner's term will end.*

mm/dd/yyyy

12/31/2025

29.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?*

no

30.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

First and Last Name	Mailing Address	Home Phone Number	Work Phone Number	Email Address
Kim Hanna	2016 F Ave NE	515-450- 8771	319-364- 8909	kimbohanna@gmail.com

30.1.

If the commissioner represents a locally designated district, provide the name of the district (Representative, Name of Local Historic District). If the commissioner does not represent a local historic district, enter N/A.*

N/A

30.2. Specify the month, day, and year that the commissioner's term will end.

MM/DD/YYYY

12/31/2025

30.3.

Does this person serve as the Contact with the State Historic Preservation Office for the Commission?*

no

31.

Please complete the following and provide information about your 2023 Commissioner.

Note: Electronic and mailed communication will be sent to the staff person for the commission and the contact.

32.

Please attach biographical sketches for commissioners who were newly appointed in 2022.

Please be sure newly appointed commissioners sign and date their statement. The form to use for this can be found in the "Attachments" section. You will need to upload in both locations.

<https://drive.google.com/file/d/1GDBtPLv2an2sXho54yJfZRT13bwL4RFZ/view>

Kim Hanna_BIOGRAPHICAL SKETCH.docx

33.

Does your commission have any vacancies? If so, how many? If you have no vacancies, enter N/A

N/A

34. Please complete the Commission Training Table.

An important requirement of the Certified Local Government program is annual state-sponsored (such as the Preserve Iowa Summit) or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, provide information about the commissioners' involvement in historic preservation training, listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Names of Attendees
PastForward	National Trust for Historic Preservation	Virtual	November 1-3	Maura Pilcher, Todd McNall, Hilary Copeland-Marvin
Structure and Repair of Historic Windows	Mount Vernon Historic Preservation Commission	855 Palsades Rd SW, Mount Vernon, IA	May 21	Steve Ciha

35.

Who of your commission members, staff, and/or elected officials attended the Preserve Iowa Summit? If so, please provide their names.

Please note this must be completed. If no one attended, enter none.

Now is also a good time to start planning to attend the 2023 Preserve Iowa Summit in Sioux City June 1-3, 2023.

none

36. Signature page

The form to use for this can be found in the "Attachments" section. You will need to upload in both locations.

The form can be downloaded from here: <https://drive.google.com/file/d/1YcetiR-inEjvfvoUWn3A5czCeim2m-XC/view?usp=sharing>

37. Suggestions for improvement.

The CLG program is here to support the Historic Preservation Commissions across Iowa. Do you have any suggestions for how we can improve our services to your commissions?

Continue to offer a virtual option for attending the Preserve Iowa Summit, for those Commissioners who either cannot physically travel easily, or for those whose HPCs do not have funds in their budget to support travel.

38.

What training topics would be most helpful for your Historic Preservation Commission?

We will use this information to help design the CLG Round Table at the Preserve Iowa Summit and potentially other training opportunities throughout 2023.

How to locate and leverage different funding sources to complete preservation projects

ATTACHMENTS [Edit](#)

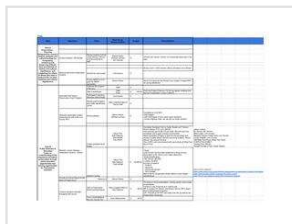
Ordinances/Resolutions

[no file]

Survey Materials

[no file]

Work plan



Workplan - FY23.pdf

Biographical Sketches for New



Kim Hanna _BIOGRAPHICAL SKETCH.docx

Commissioners



[no file]

Supplementary Material



[no file]

Supplementary Material 2



[no file]

Supplementary Material 3



[no file]

Elected Official's Signature Page



2022 CLG Report Signature Page.pdf

Certified Local Government Annual Report

Name of Certified Local Government: Linn County

Stephanie Lentz 2/15/2023
Signature of person who completed this report Date

I certify that a representative of the historic preservation commission has attended a public meeting and presented the details of this report to the city council (city CLG) or the Board of Supervisors (county CLG).

February 20, 2023
Date of public meeting

Signature of Mayor or Chairman of the Board of Supervisors Date

Printed Name of Elected Official

Please upload this completed form with your annual report on SlideRoom.

Thank you.



AMENDMENT #1

AMERICAN RESCUE PLAN ACT SUBAWARD AGREEMENT

Federal Awarding Agency: U.S. Department of the Treasury

Federal Award Number: SLFRP0336

Assistance Listing (CFDA): 21.027 Coronavirus State and Local Fiscal Recovery Fund

Federal Award Date: May 19, 2021

Subaward Number: ARPA2022-023

Pass-Through Entity (PTE):	Subrecipient:
Linn County, Iowa	Together We Achieve
935 2 nd Street SW	1150 27 th Ave SW
Cedar Rapids, IA	Cedar Rapids, IA 52404
	UEI #: RLMVJABGDF62
Subaward Budget Period Start date: 1/1/2022 End date: 6/30/2023	
Period of Performance Start date: 1/1/2022 End date: 6/30/2023	
Amount of federal funds obligated by this action: \$0.00	
Total amount of the federal funds obligated to the Subrecipient: \$0.00	
Total amount of the federal funds committed to the Subrecipient: \$23,980.00	
Project Title: 12K in 2022 Food Box Giveaway	
Is Project for Research & Development? ☐ Yes ☒ No	

Amend as follows:

- Extension of Subaward Budget Period and Period of Performance
- Change to Exhibit A

Request from Together We Achieve to use remaining funds on a new electric pallet jack for their warehouse as the previously owned unit is no longer operable due to usage.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below:

Dated this _____ day of _____, 2022.

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

SUBRECIPIENT:
TOGETHER WE ACHIEVE

Board Chair

Authorized Representative

Date

Date

EXHIBIT A - AMENDED

Statement of Work

Together We Achieve will provide a drive through food box giveaway program designed to provide low barrier access to free food to households who are facing food insecurity. Expenses to include boxes, food, marketing, truck rental, equipment, and facility for drive thru. The program will operate and follow the estimated budget (EXHIBIT A1) as approved and will report to Linn County on a quarterly basis.

Quarterly Reporting Timelines for Project and Expenditures Reports

Year	Quarter	Period Covered	Due Date
2021	4	October 1 - December 31	January 15, 2022
2022	1	January 1 - March 31	April 15, 2022
2022	2	April 1 - June 30	July 15, 2022
2022	3	July 1 - September 30	October 15, 2022
2022	4	October 1 - December 31	January 15, 2023
2023	1	January 1 - March 31	April 15, 2023
2023	2	April 1 - June 30	July 15, 2023
2023	3	July 1 - September 30	October 15, 2023
2023	4	October 1 - December 31	January 15, 2024
2024	1	January 1 - March 31	April 15, 2024
2024	2	April 1 - June 30	July 15, 2024
2024	3	July 1 - September 30	October 15, 2024
2024	4	October 1 - December 31	January 15, 2025
2025	1	January 1 - March 31	April 15, 2025
2025	2	April 1 - June 30	July 15, 2025
2025	3	July 1 - September 30	October 15, 2025
2025	4	October 1 - December 31	January 15, 2026
2026	1	January 1 - March 31	April 15, 2026
2026	2	April 1 - June 30	July 15, 2026
2026	3	July 1 - September 30	October 15, 2026
2026	4	October 1 - December 31	January 15, 2027



AMERICAN RESCUE PLAN ACT SUBAWARD AGREEMENT

Federal Awarding Agency: U.S. Department of the Treasury

Federal Award Number: SLFRP0336

Assistance Listing (CFDA): 21.027 Coronavirus State and Local Fiscal Recovery Fund

Federal Award Date: May 19, 2021

Subaward Number: ARPA2022-221

Pass-Through Entity (PTE):	Subrecipient:
Linn County, Iowa	Trees Forever, Inc.
935 2 nd Street SW	80 W 8 th Ave
Cedar Rapids, IA	Marion, IA 52302-2718
	UEI #: V8G8Q65MEHM3
Subaward Budget Period Start date: 1/1/2023 End date: 12/31/2024	
Period of Performance Start date: 1/1/2023 End date: 12/31/2024	
Amount of federal funds obligated by this action: \$100,000.00	
Total amount of the federal funds obligated to the Subrecipient: \$100,000.00	
Total amount of the federal funds committed to the Subrecipient: \$100,000.00	
Project Title: Linn County Tree Canopy Restoration Project	
Is Project for Research & Development? ☐ Yes ☒ No	

1. Purpose.

The purpose of this Agreement is to set forth the terms and conditions under which Linn County ("County") will provide American Rescue Plan Act ("ARPA") grant funding ("Subaward") to **Trees Forever, Inc.** ("Subrecipient") for the **Linn County Tree Canopy Restoration Project**.

This Agreement shall be construed and enforced in accordance with the laws of the State of Iowa and federal regulations.

Subrecipient's performance under this Agreement is subject to the applicable requirements published in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Title 2 of the United States Code of Federal Regulations (C.F.R.) part 200 hereinafter referred to as the "Uniform Guidance."

2. Term of Agreement.

This Agreement shall be effective upon full execution by the Parties (the "Effective Date") and shall terminate upon 1) Completion of the project or 2) Exhaustion of subaward funds or 3) termination or 4) 12/31/2024

3. Grant Funding.

The Subrecipient shall use the Subaward solely for the **Linn County Tree Canopy Restoration Project** expenses as outlined in Exhibit A1.

The County agrees to provide up to \$100,000.00 to the Subrecipient from the County's share of its ARPA allotment, to be used for the **Linn County Tree Canopy Restoration Project**. The County shall pay the Grant Funds to the Subrecipient per a reimbursement of expenses method.

4. Reporting and Invoicing.

The Subrecipient may submit invoices and or detailed reports to account for expenditure of funds to the County on a monthly basis, but no less than quarterly. Due dates for the quarterly reports are available on EXHIBIT A.

Invoices and reports shall be submitted to:

Linn County Finance & Budget
Attn: Sonia Evans, Senior Accountant
935 2nd Street SW
Cedar Rapids, IA 52404
Sonia.evans@linncountyiowa.gov

Consistent with Uniform Guidance (2 C.F.R. §200.328), the Subrecipient shall provide the County with quarterly reports and a close-out report. These reports shall include the current status and progress by the Subrecipient and all subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the County.

The County may request additional information from the Subrecipient, as needed, to meet any additional guidelines regarding the use of ARPA funds that may be established by the US Treasury during the scope of this Agreement.

As required by Uniform Guidance (2 C.F.R. §200.415(a)), any request for payment under this Agreement must include a certification, signed by an official who is authorized to legally bind the Subrecipient, which reads as follows:

for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

5. Monitoring.

Subrecipient shall permit the County to monitor the Subrecipient, including:

- a. Reviewing financial and performance reports required by the County.
- b. Following-up and ensuring that the Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Subaward provided to the Subrecipient from County detected through audits, on-site reviews, and other means.
- c. Issuing a management decision for audit findings pertaining to the Subaward provided to the Subrecipient from the County as required by 2 C.F.R. §200.521 Management decision.

Subrecipient shall monitor its performance under this Agreement, as well as that of its lower-level Subrecipients, contractors, consultants, etc. who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the scope of work is being accomplished within the specified time periods, and other performance goals are being achieved.

6. Maintenance of Records.

The Subrecipient shall maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review, and audit by the County or its designees, the State, and the US Treasury for five (5) years following termination of this Agreement. If it is determined during the course of the audit that the Subrecipient was reimbursed for unallowable costs under this Agreement or any, the Subrecipient agrees to promptly reimburse the County for such payments upon request.

7. Closeout.

The closeout report is due ninety (90) days after termination of this Agreement or ninety (90) days after completion of the activities contained in this Agreement, whichever first occurs.

Each party's obligation to the other shall not end until all closeout requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets, (including the return of unused materials and equipment as require herein, unspent cash advances, program income balances, and accounts receivable to the County), and determining the custodianship of records. The terms of this Agreement shall remain in effect during any period that the Subrecipient has

control over ARPA funds. The County will close out the award when it determines that all applicable administrative actions and all required work of the Agreement have been completed.

8. Events of Default.

The occurrence of any one or more of the following events shall constitute cause for either party to declare the other in default of its obligations under this Agreement:

- a. A breach of any term of this Agreement.
- b. A material failure of the Subrecipient to make substantial and timely progress toward performance of the Agreement.
- c. Failure to comply with applicable federal, state, and local laws, rules, ordinances, regulations, guidance, and orders when performing with the scope of this Agreement.
- d. Any report required by this Agreement have not been submitted to the County or have been submitted with incorrect, incomplete, or insufficient information.
- e. Engaging in conduct that has or may expose the other Party to liability.

9. Notice of Default.

The County shall issue a written notice of default providing therein a thirty (30) day period in which the Subrecipient shall have an opportunity to cure, provided that cure is possible and feasible. If, after opportunity to cure, the default remains, the County may exercise any one or more of the following remedies outline in paragraph 9, either concurrently or consecutively.

10. Remedies.

If an Event of Default occurs, the County may:

- a. Exercise any corrective or remedial actions, to include but not be limited to:
 - i. Request additional information from Subrecipient to determine the reasons for the extent of non-compliance or lack of performance.
 - ii. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected; or
 - iii. Advise the Subrecipient to suspend, discontinue or refrain from incurring cost for any activity in question.
- b. Temporarily withhold cash payment pending correction of the deficiencies.
- c. Disallow all or part of the cost of the activity or action not in compliance.

- d. Require that the Subrecipient refund to the County any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.
- e. Recommend suspension or debarment proceedings by U.S. Treasury.
- f. Terminate this agreement, provided that the Subrecipient is given at least thirty (30) days prior written notice of the termination.

11. Termination.

The County may terminate this Agreement for cause after thirty (30) days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Subrecipient to permit public access to any document, paper, letter, or other material.

The County may terminate this Agreement for convenience or when it determines, in its sole discretion that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Subrecipient with thirty (30) calendar day prior written notice.

The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of the Agreement.

12. Procurement.

The Subrecipient shall ensure that any procurement involving funds authorized by the Agreement complies with all applicable federal and state laws and regulations, to include 2 C.F.R. §§200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200 (entitled "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards") of the Uniform Guidance.

13. Conflicts of Interest.

Subrecipient understands and agrees it must maintain a conflict-of-interest policy consistent with 2 C.F.R. §200.318 (c) and that such conflict-of-interest policy is applicable to each activity funded under this award. Subrecipient must disclose in writing to the U.S. Treasury or through the County as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. §200.12.

Subrecipient agrees that it has no interest and shall not acquire any interest direct or indirect which would conflict in any manner or degree with the performance of the work and services under this Agreement.

14. Modification.

Neither this Agreement nor any documents incorporated by reference in connection with this Agreement may be changed, waived, discharged, or terminated, except in writing with the consent of both parties.

15. Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

16. Notices

Whenever this Agreement requires or permits any notice or written request by on part to another, it shall be in writing, enclosed in an envelope, addressed to the party to be notified at the address heretofore stated (or at such other address as may have been designated by written notice), properly stamped, sealed, and deposited in the United States Mail, as Certified Mail, Return Receipt Requested. Any such notice given hereunder shall be deemed delivered upon the earlier of actual receipt or two (2) business days after posting. The County will rely on the mailing and email addresses of the Subrecipient as set forth heretofore, as modified from time to time.

17. Defense and Indemnification.

Subrecipient agrees to defend, indemnify, and hold the County, its officers, officials, employees, agents, and volunteers harmless from and against any and all claims, injuries, damages, losses or expenses, including without limitation personal injury, bodily injury, sickness, disease, or death, or damage to or destruction of property, which are alleged or proven to be caused in whole or in part by an act or omission of the Subrecipient, its officers, directors, employees, and/or agents relating to the Subrecipient's performance or failure to perform under this Agreement. This section shall survive the expiration or termination of this Agreement.

18. Severability.

The parties acknowledge and agree that if any paragraph, provision, or term of this agreement is deemed illegal or void by any court or any other appropriate authority, the remaining provisions of this agreement shall remain in full force and effect.

19. Status of Subrecipient.

Nothing in this contract constitutes an employment relationship between the Subrecipient staff and the County. Subrecipient staff are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan offered to employees of the County. Nothing in this contract prevents Subrecipient staff from working with others during the length of this Agreement.

Subrecipient shall determine the method, details, and means of performing the work and services to be provided by Subrecipient under this Agreement. Subrecipient shall be responsible to County only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to County's control with respect to the physical action or activities of Subrecipient in fulfillment of this Agreement. Subrecipient has control over the manner and means of performing the services

under this Agreement. Subrecipient is permitted to provide services to others during the same period service is provided to County under this Agreement.

20. Assignment.

Subrecipient agrees that this Agreement nor any of the rights, interest, or obligations in it shall be assigned by Subrecipient either whole or in part without the prior written consent of the County.

21. Entire Agreement.

This agreement constitutes the entire agreement between the parties for the **Linn County Tree Canopy Restoration Project** and shall be binding upon true successors and assignees of the parties to this agreement.

22. Compliance with Applicable Laws and Regulations.

The Subrecipient declares that to its best knowledge, it has complied with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Agreement.

The Subrecipient and its employees shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, and orders when performing the services under this Agreement, including but not limited to all of the following:

- a. Section 501.
- b. Treasury guidance, including but not limited to, U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions ("Treasury Guidance"), the most recent revision of which is dated November 15, 2021.
- c. Provisions outlined in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
- d. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 and pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
- e. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
- f. OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.

- g. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
- h. Government wide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
- i. New Restrictions on Lobbying, 31 C.F.R. Part 21.
- j. Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
- k. Statutes and regulations prohibiting discrimination applicable to this award, include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving federal financial assistance.
 - ii. The Fair Housing Act, Title VIII-IX of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, national origin, sex, familial status, or disability.
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap under any program or activity receiving or benefitting from federal assistance.
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. The Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

23. Publications.

Subrecipient agrees that any publications produced with funds from this award must display the following language:

"This project is being supported, in whole or in part, by federal award number SLFRP0336 awarded to Linn County by the U.S. Department of the Treasury."

24. Protections for Whistleblowers.

In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee as a reprisal for disclosing information to any of the list of persons or entities provided below that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

The list of persons and entities referenced in the paragraph above includes:

- a. A member of Congress or a representative of a committee of Congress.
- b. An Inspector General.
- c. The Government Accountability Office.
- d. A Treasury employee responsible for contract or grant oversight or management.
- e. An authorized official of the Department of Justice or other law enforcement agency.
- f. A court of grand jury; and/or
- g. A management official or other employee of Linn County, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

Subrecipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

25. Seat Belt Use.

Linn County encourages the Subrecipient to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.

26. Reducing Text Messaging While Driving.

Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 1, 2009), Linn County encourages the Subrecipient to adopt and enforce policies that ban text messaging while driving and to establish workplace safety policies to decrease accidents caused by distracted drivers.

27. Certification Regarding Government-Wide Restrictions on Lobbying.

The Subrecipient certifies, to the best of his or her knowledge and belief, that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, agreement, the making of any federal

grant, the making of any federal loan, the entering into of any cooperative Sub-Grant Agreement, and the extension, continuation, renewal, amendment, or

- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Subrecipient, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Agreement, the Subrecipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

28. Eligibility.

Subrecipient certifies that neither it nor its principals is/are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any Federal department or Contractor. The Excluded Parties List System can be found at <https://www.sam.gov/>.

29. Acknowledgements.

The parties acknowledge and agree that they have carefully read and have had an opportunity to review with legal counsel all the provision of this Agreement, that they completely understand the terms and conditions as set forth in the Agreement, and that they have voluntarily executed this Agreement of their own free will, act, and deed.

Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below:

Dated this _____ day of _____, 2023.

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

Board Chair

Date

SUBRECIPIENT:
TREES FOREVER, INC.

Kiley Miller CEO

Authorized Representative

February 14, 2023

Date

EXHIBIT A

Statement of Work

The Trees Forever, Inc. – Linn County Tree Canopy Restoration Project will provide necessary equipment to aid in the planting and maintenance of trees within Linn County. The program will operate and follow the attached budget (EXHIBIT A1) as approved and will report to Linn County on a quarterly basis.

Quarterly Reporting Timelines for Project and Expenditures Reports

Year	Quarter	Period Covered	Due Date
2021	4	October 1 - December 31	January 15, 2022
2022	1	January 1 - March 31	April 15, 2022
2022	2	April 1 - June 30	July 15, 2022
2022	3	July 1 - September 30	October 15, 2022
2022	4	October 1 - December 31	January 15, 2023
2023	1	January 1 - March 31	April 15, 2023
2023	2	April 1 - June 30	July 15, 2023
2023	3	July 1 - September 30	October 15, 2023
2023	4	October 1 - December 31	January 15, 2024
2024	1	January 1 - March 31	April 15, 2024
2024	2	April 1 - June 30	July 15, 2024
2024	3	July 1 - September 30	October 15, 2024
2024	4	October 1 - December 31	January 15, 2025
2025	1	January 1 - March 31	April 15, 2025
2025	2	April 1 - June 30	July 15, 2025
2025	3	July 1 - September 30	October 15, 2025
2025	4	October 1 - December 31	January 15, 2026
2026	1	January 1 - March 31	April 15, 2026
2026	2	April 1 - June 30	July 15, 2026
2026	3	July 1 - September 30	October 15, 2026
2026	4	October 1 - December 31	January 15, 2027

EXHIBIT A1

Trees Forever ARPA Budget Request (amended)			
Item	Purpose	Amount	Totals
Equipment			
Heavy-duty work truck (3500) w/ 12' foot flatbed	Mounted watering and heavy hauling	\$62,500	
550 gallon water tank w/ pump and hose	Truck mounted water tank	\$2,500	
20' dual-axle transport trailer	Tree transport	\$7,500	
16' dual-axle transport trailer	Tree transport	\$6,000	
14' dual-axle dump trailer	Mulch and tree transport	\$14,000	
10' enclosed trailer	Tools & equipment storage & transport	\$7,500	
	Total equipment	\$100,000	\$100,000
	Project Total		\$100,000

EXIHIBIT B

Mandatory Contract Provisions

The following terms and conditions apply to any sub-grantees, contractors, subcontractors, successors, transferees, and assignees ("Recipient") of federal assistance provided to Linn County by the U.S. Department of Treasury under the American Rescue Plan Act ("ARPA"), Sections 602(b) and 603(b) of the Social Security Act, Pub. L. No. 117-2 (March 11, 2011).

1. Compliance with Applicable Laws and Regulations.

The Recipient and its employees shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing the services under this Agreement, including but not limited to all of the following:

- a. Treasury guidance, including but not limited to, U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions ("Treasury Guidance"), the most recent revision of which is dated November 15, 2021;
- b. Provisions outlined in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award;
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- e. OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non procurement), 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
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- h. New Restrictions on Lobbying, 31 C.F.R. Part 21;
- i. Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act;

- j. Statutes and regulations prohibiting discrimination applicable to this award, include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving federal financial assistance;
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The list of persons and entities referenced in the paragraph above includes:

- a. A member of Congress or a representative of a committee of Congress;
- b. An Inspector General;

- c. The Government Accountability Office;
- d. A Treasury employee responsible for contract or grant oversight or management;
- e. An authorized official of the Department of Justice or other law enforcement agency;
- f. A court of grand jury; and/or
- g. A management official or other employee of Linn County, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

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Linn County encourages the Recipient to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company owned, rented, or personally owned vehicles.

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Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 1, 2009), Linn County encourages the Recipient to adopt and enforce policies that ban text messaging while driving and to establish workplace safety policies to decrease accidents caused by distracted drivers.

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The Recipient certifies, to the best of his or her knowledge and belief, that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, agreement, the making of any federal grant, the making of any federal loan, the entering into of any cooperative Sub-Grant Agreement, and the extension, continuation, renewal, amendment, or
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Recipient, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.

Purchase Order

#: PO440

2/14/2023

935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5000
LinnCountyIowa.Gov



Vendor

QUALITY CLEANING
EQUIPMENT
PO BOX 10195
CEDAR RAPIDS IA 52410
United States

TOTAL

\$9,325.60

Receive By:

Note: Sales Tax Exempt ID Number 42-6004338

Order Instructions: Please enter our order for the following, subject to the instructions, terms and conditions named herein. **Important** This order expressly limits acceptance to the terms stated herein, and any additional or different terms proposed by the seller are rejected unless assented to in writing. No chemicals accepted without material safety data sheet (MSDS). All orders are FOB Destination unless specifically stated otherwise.

Department	Department Contact	Contact Telephone	Terms
61-ENGINEER	THAD ALEXANDER	(319) 892-6427	

Quantity	Units	Item	Description	Rate	Amount
1		SHOP EQUIPMENT (NOT CAPITALIZED)	PRESSURE WASHER - MAIN SHOP ALKOTA 5301BA AS PER QUOTE	\$9,325.60	\$9,325.60

Memo: PRESSURE WASHER - MAIN SHOP

Total

\$9,325.60

Bill To

Linn County Engineer
1888 County Home Road
Marion, IA 52302

Ship To

SECONDARY ROAD MAIN SHOP
1944 COUNTY HOME RD
MARION IA
United States



PO440

LINN COUNTY SECONDARY ROAD DEPARTMENT
1888 COUNTY HOME ROAD
MARION, IA 52302
PH: 319-892-6400 | FAX: 319-892-6419

LinnCounty.org



Date: 2/13/2023

To: Linn County Board of Supervisors

Re: Equipment Purchase

This request is to purchase a Pressure Washer from Quality Cleaning Equipment for \$9,325.60.



The Secondary Road Department, along with the Purchasing Department, conducted an RFP for a pressure washer in accordance with the Linn County Procurement Policy.

This pressure washer meets Linn County Secondary Road Department specifications and was the low quote.

Estimated delivery: 8-10 weeks.

This pressure washer will replace the unit at the Main Shop.



THAD ALEXANDER

Shop Manager

SECONDARY ROAD DEPARTMENT

1944 County Home Road | Marion, IA 52302

Ph: 319-892-6427 | Fax: 319-892-6449

LinnCounty.org

2023 Pressure Washer Results

Vendor	Manufacturer	Model	Price
Quality Cleaning Equipment Attn: Ron Meader PO Box 10195 Cedar Rapids, IA 52410-0195	Alkota	5301BA	\$ 9,325.60
Mi-T-M Sales and Service Attn: Sales 9872 Kapp Ct Peosta, IA 52068	Mi-T-M	HEG	\$ 12,175.84 Note: Does not include installation
Hotsy Cleaning Systems, Inc. Attn: James Hoy 1020 North 15 th Ave Hiawatha, IA 52233	Hotsy		No Quote
Washer Systems of Iowa Attn: Sales 6050 NE 14 th St Des Moines, IA 50313	Mi-T-M	HEG	No Quote
Midwest Pressure Washers Attn: Sales 506 6 th Ave, Suite A Durant, IA 52747	Landa	VHG	No Quote

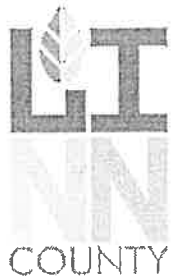


PO Box 10195
Cedar Rapids, IA 52410-0195
PH: (319) 651-0410

Customer:	Linn County Secondary Rd. Dept.
	1944 County Home Rd.
	Marion, Iowa 52302
Email	thad.alexander@linncounty.org
Contact:	Thad Alexander

QUOTE

QTY	MATERIAL	UNIT	AMOUNT
1	ALKOTA MODEL # 5301BA CHALLENGER GAS FIRED SERIES		\$8664.60
	*INDUSTRIAL HOT HIGH PRESSURE STATIONARY WASHER		
	*ELECTRIC- 230V 1PH 50A, 10HP HIGH-EFFICIENCY ELECTRIC MOTOR		
	*ELECTRONIC IGNITION AND SMART TIMER		
	*BELT DRIVEN TRI-PLEX PUMP		
	*HIGH-PRESSURE DETERGENT APPLICATION		
	*BTU RATING 365,000		
	*COIL SIZE 14" COIL WARRANTY 7YR LIMITED WARRANTY		
	*NON-CORROSIVE FLOAT TANK		
	*STAINLESS STEEL UPGRADE-INCLUDES PANELS AND COIL WRAP		\$1476.00
	*TRIGGER GUN		
	*WEIGHT 700		
	*SOAP SWITCH		
	*SMART TIMER		
	*TRADE-IN MACHINE CREDIT		-\$1000.00
	Freight		\$185.00
	Sub-Total		\$9325.60
	Tax 7%		Exempt
	GRAND TOTAL		\$9325.60



LINN COUNTY PURCHASING DIVISION

ATTACHMENT A-1

PRESSURE WASHER SPECIFICATIONS

Models:

- Alkota 5301 or equivalent

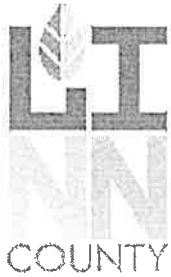
General specifications:

- Industrial hot high pressure stationary pressure washer
- Stainless steel construction including frame, panels and coil wrap
- Flow Rate - 5 GPM
- Pressure - 3000 PSI
- Motor Voltage - 230 v
- Phase – 1 (Single)
- Amp Requirement - 50 amp
- Motor Power - 10 hp
- Fuel Source - Natural Gas
- BTU Rating - 365,000 Btu
- Electronic ignition
- Smart timer with auto start/stop and lock out timer
- Pump Style - Oil Bath Crankcase | Triplex Ceramic Plunger with 5-year warranty
- Coil Type - Schedule 80 with 7-year warranty
- Float Tank Construction Material - Stainless Steel
- Temperature Control
- Chemical Features - High Pressure | Precise Metered
- Soap switch
- To include 100' hose, gun, wand and tips

Meets specifications Yes X

No _____

Explain _____



LINN COUNTY PURCHASING DIVISION

ATTACHMENT A-2

QUOTE

One (1) Pressure washer installed per specifications.

Pressure Washer \$ 10,140.60

Trade Dultmeier DS4-3000 \$ - 1,000.00

Total Price including installation & freight \$ 9375.60

Estimated Delivery/Install Date: May 15th 2023

Dealer: Quality Cleaning Equipment

Dealer Representative: Ron Meader

Dealer Address: 1076 Lyons Ln
Marion Ia 52302

Dealer Telephone: 319-447-0101 Fax: Some Call Ahead

Dealer Email: customerservice@gccsales.com

Notes:

- Linn County Secondary Road Department @ 1944 County Home Road, Marion IA
- Proposal to include installation and freight.
- Removal and disposal of current pressure washer.
- All questions to Thad Alexander @ 319-892-6427 or thad.alexander@linncountyiowa.gov

Page 1/1
Quote 000639
Date 2/6/2023

Mi-T-M Equipment Sales and Service

9872 Kapp Court
Peosta IA 52068

Bill To: LINN COUNTY FACILITY DEPT
935 2ND ST SW
CEDAR RAPIDS IA 52404

Ship To: LINN COUNTY FACILITY DEPT
935 2ND ST SW
CEDAR RAPIDS IA 52404

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
	LINNCOUNTYFACIL		DELIVER	NET30	0/0/0000	35,132
Quantity	Item Number	Description	UOM	Discount	Unit Price	Ext. Price
1	HEG-3005-0E2G	HOT WATER/ELECTRIC/N/G PROPANE	EACH	\$0.00	\$7,925.04	\$7,925.04
1	MISC	HX-0154 OPTION-STAINLESS STEEL HEG	EACH	\$824.00	\$4,120.00	\$3,296.00
1	MISC	HX-0296 OPTION - PLC UNIT NG/LP	EACH	\$201.20	\$1,006.00	\$804.80
1	15-0161	HOSE 3/8X100' 5800PSI BLACK EXCHANGE	EACH	\$0.00	\$150.00	\$150.00

RP

Subtotal	\$12,175.84
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$12,175.84

Mi-T-M[®]

EQUIPMENT SALES & SERVICE

Stationary Natural Gas/LP

Dealer Hot Water
Pressure Washers

HEG Series — Belt Drive



Efficient and rugged, the HEG Series is one of the best on the market it is designed to clean heavily soiled vehicles and industrial equipment.

PUMP

- Thermal relief valve
- Factory preset unloader

MOTOR

- Open drip-proof electric motor with manual thermal overload protection

FRAME

- Powder coated steel frame with removable side panels

COMPONENTS

- ½-inch schedule 80 pipe coil heat exchanger
- Natural gas or LP gas-fired (vapor only) natural draft with aspirating-type burner, 10-inch stack
- 10-inch draft diverter
- 24V control system
- Electronic ignition with standing pilot light
- Adjustable thermostat
- Polyethylene float tank (4-gallon with in-line screen filter)
- Pressure switch and over-pressure safety controls

MISCELLANEOUS

- Temperature rise 150°F/66°C above ambient, maximum 200°F (250°F/121°C outlet temperature with steam option)

UNIT INCLUDES

- Quick connect nozzles – 0°, 15°, 25°, 40° and fixed detergent nozzle
- 50-foot x ¾-inch steel wire-braided high pressure hose
- Adjustable pressure insulated dual lance
- Professional-grade insulated trigger gun with safety lock-off

LIMITED WARRANTY

1 year motor

CERTIFICATION

- Intertek Certified – US and Canada



Exclusive
Dealer
Product

Stationary Natural Gas/LP

Hot Water – HEG Series – Belt Drive

OPTIONS:

PART NUMBER	DESCRIPTION	FITS MODELS
HX-0104	K7 unloader, flow activated (auto start/stop not available) – Converts pressure trapping unloader system to flow actuated K7 unloader	HEG-3004 models
HX-0105	Liquid propane (vapor only) – Converts natural gas pressure washer to operate on liquid propane (vapor only)	All models
HX-0106	Hour meter – Displays the number of hours unit has been in operation	All models
HX-0107*	Time delay shutdown – Timer will shut unit off automatically when trigger gun is released and timer reaches setting	All models
HX-0108*	(1) Remote station (auto start/stop not available) – Adds plastic control box with rocker switches, can be mounted away from unit to control on/off, burner and soap injection	All models
HX-0109	Time delay shutdown and first remote – plastic control box – Timer will shut unit off automatically when trigger gun is released and timer reaches setting; adds plastic control box with rocker switches, can be mounted away from unit to control on/off, burner and soap injection	All models
HX-0110	Additional remotes (up to 3) – Additional plastic control boxes with rocker switches, can be added to unit after the first remote is installed; requires HX-0108 or HX-0124 option	All models
HX-0111	Auto start/stop – When trigger gun is released timer will turn unit off, when trigger gun is pulled, unit will restart	All models
HX-0112	K7 unloader, flow activated (auto start/stop not available) – Converts pressure trapping unloader system to flow actuated K7 unloader	All models except HEG-3004 models
HX-0113	Dual gun – Two guns may be sprayed at the same time, flow is divided between the two guns while each operator maintains equal system pressure	HEG-1805 models
HX-0114	Dual gun – See HX-0113 for description	HEG-3005 models
HX-0115	Stainless-steel access panels – Converts powder coated painted access panels to stainless-steel material	All models
HX-0116	Stainless-steel coil wrap – Converts powder coated painted coil wrap to stainless-steel material	All models
HX-0117	Painted box kit – Adds painted side and end panels	All models
HX-0118	Painted and stainless-steel box kit – Adds stainless-steel side panels and painted end panels	All models
HX-0119	250°F steam – Increases outlet temperature to 250°F while lowering system pressure; adds re-sized 25° nozzle to be used as steam nozzle	HEG-1805 models
HX-0120	250°F steam – Increases outlet temperature to 250°F while lowering system pressure; adds re-sized 25° nozzle to be used as steam nozzle	HEG-2004 models
HX-0121	250°F steam – Increases outlet temperature to 250°F while lowering system pressure; adds re-sized 25° nozzle to be used as steam nozzle	HEG-3004 models
HX-0122	250°F steam – Increases outlet temperature to 250°F while lowering system pressure; adds re-sized 25° nozzle to be used as steam nozzle	HEG-3005 models
HX-0124	Auto start/stop and first remote – plastic control box – When trigger gun is released timer will turn unit off, when trigger gun is pulled, unit will restart; adds plastic control box with rocker switches, can be mounted away from unit to control on/off, burner and soap injection	All models
HX-0154	All stainless-steel frame and hardware on modular units – Converts powder coated painted frame and hardware to stainless-steel material	All models
HX-0216	Elevated float tank, 4.0-GPM – Float tank is located at the back of the unit	HEG-2004 & HEG-3004 models
HX-0217	Elevated float tank, 5.0-GPM – Float tank is located at the back of the unit	HEG-1805 & HEG-3005 models
HX-0288+	(1) Remote station – Adds metal control box with push-buttons, can be mounted away from unit to control on/off, burner and soap injection	All models
HX-0289	Time delay shutdown and first remote – metal control box – Timer will shut unit off automatically when trigger gun is released and timer reaches setting; adds metal control box with push-buttons, can be mounted away from unit to control on/off, burner and soap injection	All models
HX-0290	Additional remote boxes (up to 3) – Additional metal control boxes with push-buttons, can be added to unit after the first remote is installed; requires HX-0288 or HX-0289 option	All models
HX-0296	Programmable logic controller – Includes auto start/stop and timed lockout	All models
HX-0297	Programmable logic controller with first remote – Includes auto start/stop, timed lockout and detergent solenoid	All models
HX-0299	Auto start/stop and first remote – metal control box – When trigger gun is released timer will turn unit off, when trigger gun is pulled, unit will restart; adds metal control box with push-buttons, can be mounted away from unit to control on/off, burner and soap injection	All models

*You cannot order HX-0107 and HX-0108 together, you will need to order HX-0109 instead. HX-0107 and HX-0108 can be ordered separately.



***HX-0108**
Optional Plastic
Remote Station



***HX-0288**
Optional Metal
Remote Station

INSTALLATION RECOMMENDATION:

This pressure washer must have a clearance of 2-feet on all sides and 4-feet above the unit.

Gas Supply Line:

Natural Gas

7- to 8-inch water column input

LP Gas

12- to 14-inch water column input

Recommended Pipe Sizes for Gas Supply Line:

	Distance to Unit from Regulator		
	0-feet to 50-feet	50-feet to 100-feet	100-feet to 200-feet
Natural Gas pipe size	1½-inch IPS	2-inch IPS	2½-inch IPS
LP Gas pipe size	1½-inch IPS	1½-inch IPS	1¾-inch IPS

WARNING: Cancer and Reproductive Harm - www.P65Warnings.ca.gov.